

# CARES funding Expression of Interest form (EOI): questions and guidance



Organisation and contact details		
No	Name of Field	Format for answer
1	<b>Name of applicant organisation</b> Help icon: This should be the full name of your organisation and should correspond with your governing documents and any formal registration	Text
2	<b>Address: Post Code look up functionality</b> Help icon: This should be the post code for your organisation's address. Should you wish to change your organisation's registered address, click 'Find new address'. You will then be provided with the opportunity to enter a new postcode and select from a list of addresses or to enter your address manually	Lookup/manual (if required)
3	<b>Applicant local authority</b> Help icon: Please select the local authority where your organisation is registered (which may differ from the location of your project).	Drop down
4	<b>Legal status/organisational structure</b> Help icon: This should be your organisation's legal status. If your organisation's legal status changes please select the new legal status from the list. If this is not listed, please select 'other' and you will be able to type in applicable details in the text box provided.	Drop down menu
5	<b>Registration number?</b> Help icon: Applicable where your organisation has been provided with a registration number by an appropriate register.	Text
6	<b>Charity number</b> Help icon: Applicable where your company has charitable status.	Text
7	<b>Does your organisation have a parent organisation?</b> your organisation is part of a wider group of related organisations, owned by a overall 'parent organisation', their name should be included here. If your organisation does not have a parent organisation, check the 'No parent organisation' box.	Yes/No
8	<b>Is your organisation able to reclaim VAT?</b> Help icon: If you are able to reclaim VAT for the expenditure in this project, please select 'Yes', and if your organisation cannot reclaim VAT for this expenditure, select 'No'. If you select 'Yes' please enter VAT number	Yes/No
9	<b>Title</b> Help icon: This should be your preferred Salutation	Drop down
10	<b>First name</b> Help icon: This should be your first name or the name by which you would like to be addressed	Text
11	<b>Last name</b> Help icon: This should be your last or family name	Text

12	<b>Position</b> Help icon: This should be your position within the organisation that is applying for funding. You must be authorised to submit an application on behalf of the organisation. Please keep this up to date. For companies, that means that you will be a Director. For Charities, that means you will be a Trustee.	Text
13	<b>Main phone number</b> Help icon: This should be your main phone number. It is ok if this is a mobile number. If you enter a landline number, please include the area code. Please keep this number up to date.	Text
14	<b>Alternative phone number</b> Help icon: This should be an alternative phone number, if you have one, and if this is a landline number, please include the area code. Please keep this number up to date.	Text
15	<b>Email address</b> Help icon: This should be an email address that is regularly monitored. Please keep this up to date.	Text
16	<b>Correspondence same as organisation address?</b> Help icon: Please only use the same address as the organisation if mail to that address is dealt with on a daily basis. Otherwise, please provide the address where you normally receive mail.	Yes/No
17	* Repeats for secondary contact (with option to skip)	
<b>Project details</b>		
18	<b>Project title</b> Help icon: The length of your project title must be no more than 50 characters	Text
19	<b>Project summary</b> Help icon text: Your project description should be no more than 250 words in length. Please summarise the project as you might to an interested friend. You may keep this up to date should new information be relevant.	Text (Max 250 words)
20	<b>We confirm that we have read the applicable CARES funding guidance which is available on the Local Energy Scotland website and confirm that all funding requests are for expenditure eligible for CARES support.</b> Help icon: Note guidance can vary depending on the type of funding applied for.	Yes/No
21	<b>We confirm that our project aligns with the CARES mission which is to support communities to engage with, participate in and benefit from the transition to net zero emissions</b> Help icon: Further information on the CARES programme is available on the Local Energy Scotland website which also contains toolkits and other resources to help you develop your CARES project	Text- 250 words
22	<b>Please outline the basic activities which will be carried out by your project and why they are important to help your project progress</b> Help icon: Note	Text-250 words
23	<b>The table below contains a list of the Scottish Government Local Energy Policy Statement principles. Please select the principle(s) that align most strongly with your project</b> Help icon: For further information about the Local Energy Policy Statement principles, please visit our website.	Check box
24	<b>Explanation: please provide further details on how your project aligns with the Local Energy Policy Statement principle(s) selected</b>	Text- 250 words

	Help icon: Alignment with one principle is sufficient, with 3 as a maximum. You should provide a description that is no longer than 250 words in length	
<b>25</b>	<b>Project local authority</b> Help icon: If located in more than one Local Authority please select the one where your project will predominate. If your project is equally based in different local authorities, please select 'various'.	Drop down
<b>26</b>	<b>Project locations</b> Help icon: Please enter the details of where your project is located below. You have more than one way of entering your project location: - as a postal address - using what3words - by giving the projects exact latitude and longitude At least one method must be used, but you can use all three if a postcode is known to be less precise. You can also add multiple locations for your project by selecting 'Add location', if required.	'Add location' button
<b>27</b>	<b>Document upload</b> Help icon: Please upload a copy of your governing document e.g constitution (where you have one).	Upload
<b>28</b>	<b>How did you find out about CARES?</b> Help Icon: This is useful for CARES to know to influence future promotion and information provision.	Drop down
<b>29</b>	<b>What made you get in touch with us today?</b> Help icon: This is useful for CARES to know to better understand the priorities of CARES eligible applicants.	Drop down
<b>30</b>	<b>What CARES funding call are you responding to if any?</b> Help icon: This is useful for CARES to know to better understand the attractiveness of each of our funding calls, and to ensure we are assessing eligibility against the appropriate criteria and published guidance.	Drop down
<b>31</b>	<b>Data protection</b> Help icon: If you choose not to confirm agreement with the above data protection statement at this stage you will be presented with this statement again prior to moving to a funding application.	